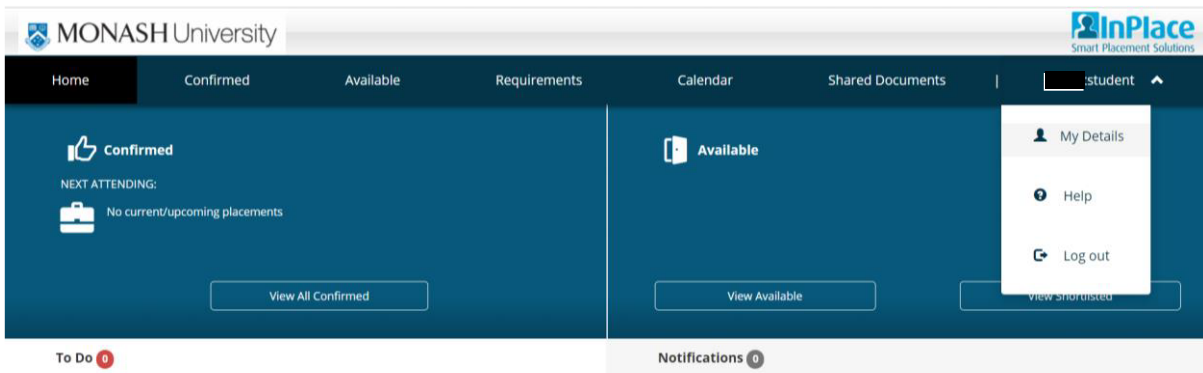


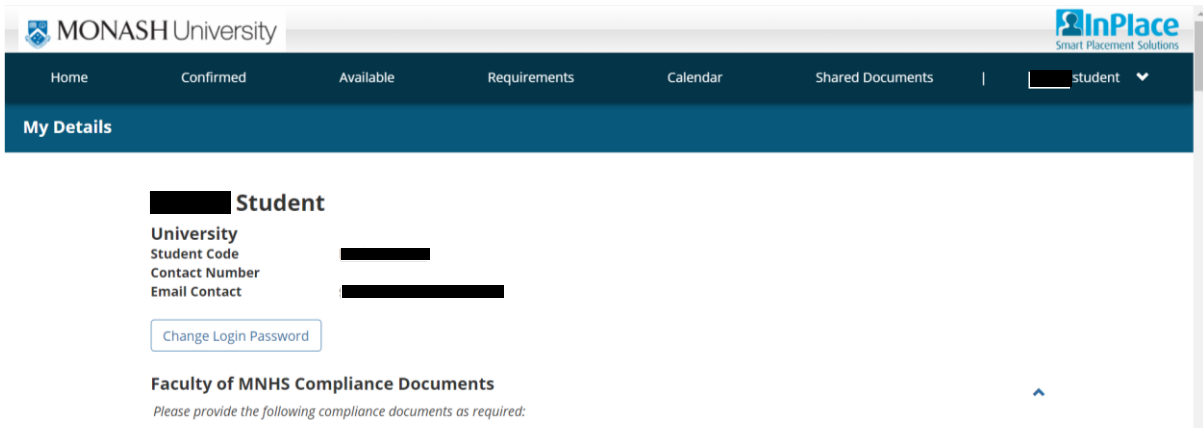
| InPlace login |   |
|---------------|---|
| Step          | Action  |
| 1             | <p>Log into your <a href="https://my.monash.edu">my.monash</a> portal.</p> <p>Select the <a href="#">Student Placements System (InPlace)</a> link from the Online Systems link.</p> <p>From the InPlace Login screen click on Students.</p> <p>You will automatically log into InPlace.</p> |

| 'My Details' |   |
|--------------|---|
| Step         | Action  |
| 2            | On the InPlace homepage, click on your username/Authcate ID on the right top side corner. Then select 'My Details'. |



The screenshot shows the InPlace homepage with a dark blue header. The header includes the Monash University logo, navigation tabs (Home, Confirmed, Available, Requirements, Calendar, Shared Documents), and a user profile dropdown menu. The dropdown menu is open, showing options: My Details, Help, and Log out. The main content area is divided into two columns: 'Confirmed' (with a thumbs up icon and 'NEXT ATTENDING: No current/upcoming placements') and 'Available' (with a calendar icon). Both columns have buttons to 'View All Confirmed' and 'View Available'. At the bottom, there are 'To Do' and 'Notifications' counts, both showing 0.

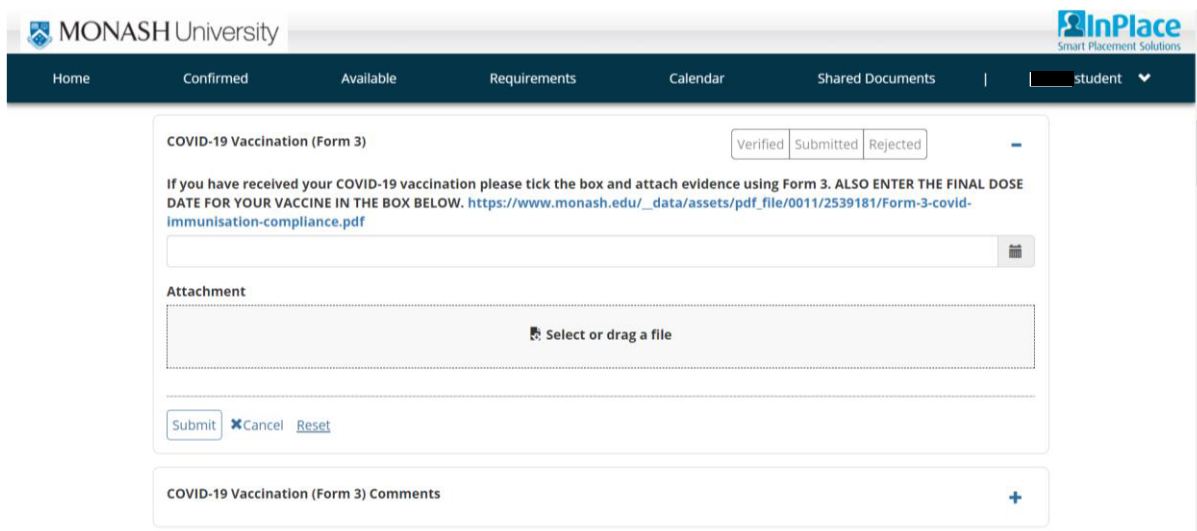
| Mandatory compliance requirements |   |
|-----------------------------------|---|
| Step                              | Action  |
| 3                                 | All of the compliance requirements for the Faculty are shown on this page. Discipline specific requirements may also be included: |



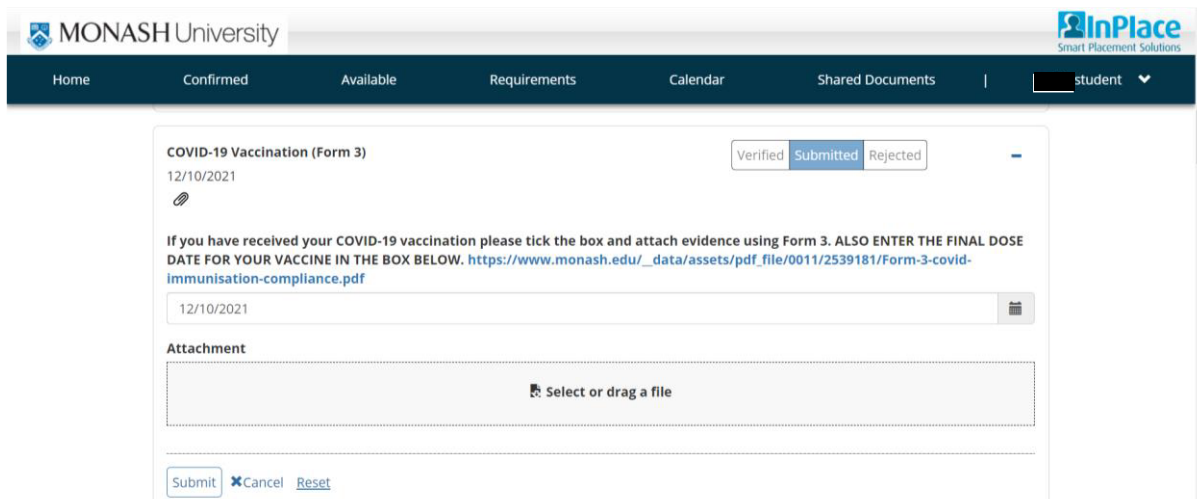
The screenshot shows the 'My Details' page. The header is the same as the previous screenshot. Below the header, there is a section for 'Student' information, including University, Student Code, Contact Number, and Email Contact, all of which are redacted with black boxes. There is a 'Change Login Password' button. Below this, there is a section for 'Faculty of MNHS Compliance Documents' with a note: 'Please provide the following compliance documents as required:'. The page has a light blue background and a dark blue header.

**COVID-19 Vaccination section – view requirements**

| Step | Action  |
|------|---|
| 4    | <p>Click on the plus sign to expand the COVID-19 vaccination section.</p> <p>A link to the COVID-19 Immunisation Compliance form is available. The form includes information on what evidence is required. Please ensure you sign the form (pen or electronic signature).</p> |


**COVID-19 Vaccination section – submit document & date**

| Step | Action   |
|------|--|
| 5    | <p>The documentation (combined COVID form &amp; evidence) can be dragged into the Attachment section.</p> <p><i>Note: only one document can be submitted. The form &amp; evidence must be combined prior to upload.</i></p> <p>Enter the date for your final dose (also enter this if you have already had it). Click on Submit. This will then show as Submitted in blue and a paperclip will show if a document has been uploaded.</p> |

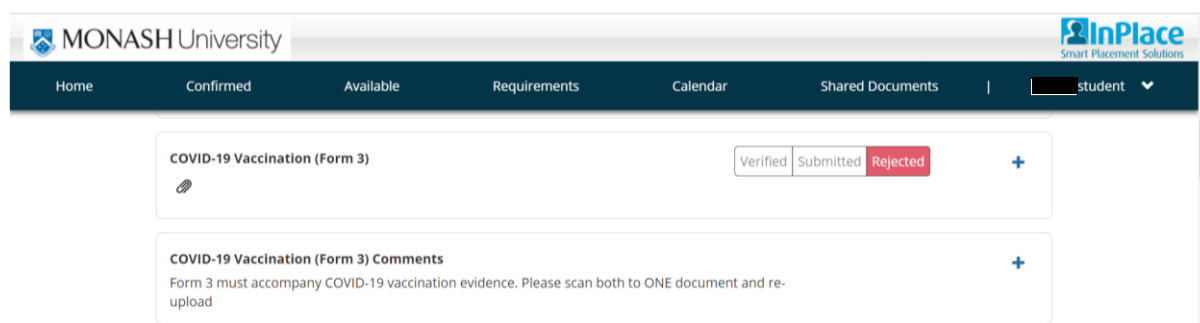


### Verification Process – Rejected Status

Placements staff will check that the correct evidence has been submitted. If the form can not be accepted, placement staff will change the status to Rejected.

Comments will be provided explaining why the form may not be accepted and what further action is required by you.

*Note. Notification of any rejected documents will also display on your homepage as a quick reference.*

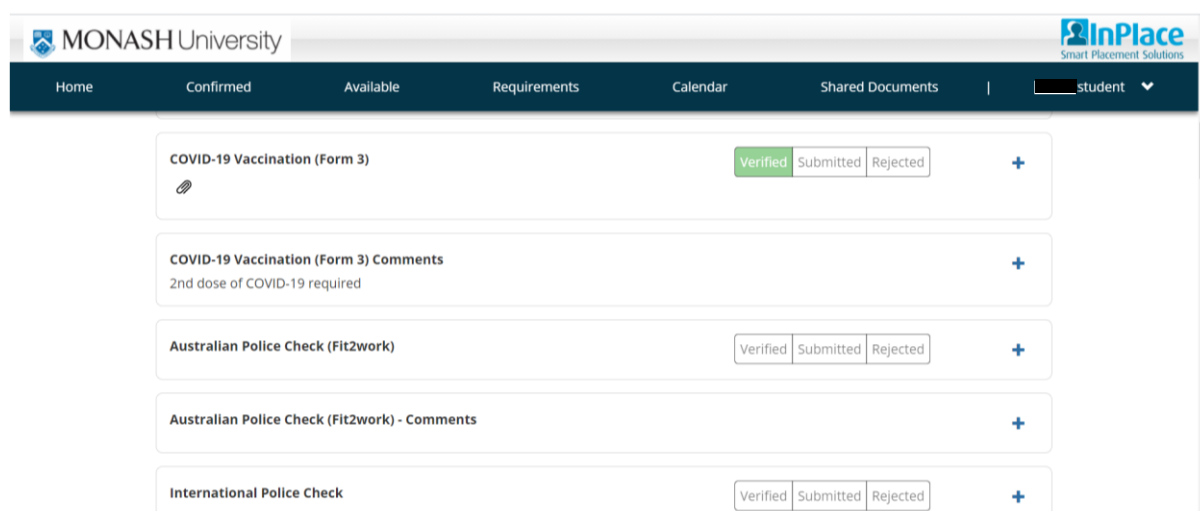


The screenshot shows the InPlace system interface. At the top, there's a navigation bar with 'Home', 'Confirmed', 'Available', 'Requirements', 'Calendar', and 'Shared Documents'. A user profile 'student' is logged in. Below the navigation bar, there's a section for 'COVID-19 Vaccination (Form 3)' with a status bar showing 'Verified', 'Submitted', and 'Rejected' (highlighted in red). To the right of the status bar is a plus sign icon. Below this, there's a 'COVID-19 Vaccination (Form 3) Comments' section with a plus sign icon. The comment text reads: 'Form 3 must accompany COVID-19 vaccination evidence. Please scan both to ONE document and re-upload'.

### Verification Process – Verified Status

If the form has been accepted by placement staff, they will change the status to verified. Staff may provide further information in the COVID-19 Vaccination comments section, eg. '2nd dose of COVID-19 required'.

Students are required to re-submit the COVID-19 form after receiving their second dose.



The screenshot shows the InPlace system interface. At the top, there's a navigation bar with 'Home', 'Confirmed', 'Available', 'Requirements', 'Calendar', and 'Shared Documents'. A user profile 'student' is logged in. Below the navigation bar, there's a section for 'COVID-19 Vaccination (Form 3)' with a status bar showing 'Verified' (highlighted in green), 'Submitted', and 'Rejected'. To the right of the status bar is a plus sign icon. Below this, there's a 'COVID-19 Vaccination (Form 3) Comments' section with a plus sign icon. The comment text reads: '2nd dose of COVID-19 required'. Below the comments section, there's a section for 'Australian Police Check (Fit2work)' with a status bar showing 'Verified', 'Submitted', and 'Rejected'. To the right of the status bar is a plus sign icon. Below this, there's a 'Australian Police Check (Fit2work) - Comments' section with a plus sign icon. At the bottom, there's a section for 'International Police Check' with a status bar showing 'Verified', 'Submitted', and 'Rejected'. To the right of the status bar is a plus sign icon.

**Documents Required**

This process needs to be repeated for all your mandatory requirement documents which are:

- MNHS Statement of Immunisation Compliance (Form 1)
- Flu Vaccination (Form 2)
- Australian Police Check (Fit2work) – (National Police History Check Report)
- International Police Check (if applicable)
- MNHS Working with Children Card (colour scan & card expiry date)
- Student Undertaking Form
- Medical & Fitness Assessment (Paramedicine)
- First Aid (Radiography & Medical Imaging)

**Further assistance**

For general questions about your mandatory requirements please email your Placements/Clinical Office.

If you have any technical problems with the Student Placements System (InPlace) please contact the IT Service Desk via your [my.monash](https://my.monash.edu) portal.